

Business Requirements Document

For

Supply Point Enquiry Process

xoserve Project Nexus

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1. Introduction

1.1 Document Purpose

The purpose of this document is to ensure that the business requirements associated with the referenced change have been accurately captured, and to clearly specify these requirements to the Project Nexus AMR Workgroup and Project Nexus UNC Workstream (PN UNC). Adequate information should be provided to enable the industry to approve the documented requirements for Cost Benefit Analysis at a later stage.

The contents refer to the business scope of the change, and provide descriptions of the business requirements.

1.2 Related Documents

Documents held on the Joint Office website under Project Nexus, in particular;

- AMR Minutes & process flow documents from the 9th June 2010, 22nd June 2010, 7th July 2010, ~~and~~ 20th July 2010 and 17th August 2010.
- SPA Enquiry Process – Additional Requirements for AMR sites ICoSS presentation

Link to the Joint Office website;

<http://www.gasgovernance.co.uk/nexus/2010>

2. Executive Summary

2.1 Background

As part of the requirements definition phase of Project Nexus, the Change of Supplier process was examined during the 'AMR Detailed Requirements' workgroup. One of the areas some Shippers believed could be enhanced was the Supply Point Enquiry process. Shippers raised additional requirements in the Enquiry section of the Supply Point Administration process at the Project Nexus AMR 3 meeting on 12th May 2010. An ICoSS representative took away an action to provide the detailed requirements. These requirements were presented and discussed further at the AMR Workgroup on the 22nd June 2010. It was agreed at the Workgroup that xserve should work the requirements into business rules that could subsequently be costed.

Two options were proposed and considered within the meeting (as detailed below), however, consensus was gained that Option 1 should be the approach taken and documented. The second option would require Suppliers to interpret the data before it could be usefully used. This option may be revisited as an alternative if necessary.

Option 1: Consumption history data provided at Meter Point level

Option 2: Profile Information, standard deviation from the Supply Point profile

Concerns were raised regarding potential issues with the Data Protection Act; however, the requirement assumes that in submitting the request Shippers would be warranting that they have obtained the relevant permission to access this data.

A representative from the Gas Customer Forum also raised concerns on behalf of large gas consumers. Attendees of the Gas Customer Forum (as per minutes on 26th July 2010) expressed strong concerns that the service should not allow "fishing trips" by Shippers/Suppliers – the customer should be in control of their data. This was supported by some attendees of the AMR Workgroup.

Consensus could therefore not be gained by the AMR Workgroup on two issues;

1. Suppliers/Shippers obtaining consumption data from xserve. It was felt that the data should be requested from the Consumer direct & if necessary they would source the information from their current Supplier.
2. If consumption data is provided by xserve whether a check should be carried out on the system to ensure data is only submitted for I&C Supply Points (based on the Market Sector Flag held on xserve's system). Requests submitted for sites with a Market Sector Flag of 'D' should be rejected.

2.2 Issues

At the AMR meeting on the 31st March 2010, the workgroup identified issues and constraints with the existing Change of Supplier process. The following issues were raised;

- a) Suppliers unable to provide accurate quotes where consumption data is not available from the consumer. This may lead to;
- b) Proposing Suppliers being at a disadvantage to the incumbent Supplier for contract negotiation

The following issues were raised during the Project Nexus Consultation (taken from the IRR);

- c) There is a requirement for basic profile data to be provided to allow accurate quoting and purchasing (1.5)

- d) When a consumer exercises their right to change supplier, the industry needs to consider if it is prepared to share consumption data with other Shippers (1.10)

2.3 Benefits

The purpose of these requirements is to provide a potential Proposing Shipper with additional information about a Supply Point to ensure that a proposing Shipper can be as equally well informed as the incumbent Shipper. This approach is expected to encourage competition and improve the efficiency of the current market by allowing Suppliers to provide consumers with accurate quotes based on historical consumption. It was felt that some consumers may have this level of information, especially the larger I&C sites but not necessarily the smaller I&C sites (SME sites).

2.4 Scope

In Scope:

- Supply Point Enquiry process (currently via the .NOM file).
- DM sites
- Unique Sites, including DM CSEPs
- NTS Sites (dependent on costs as consumption data is already made available via National Grid Transmission's website)
- NDM sites (supplied under an I&C licence)

Out of Scope:

- Any requirements other than those identified as 'In Scope'
- Any changes to the existing Supply Point Enquiry process and file format, to clarify; this new request will be considered as a new enquiry type
- Changes to the Nomination or Confirmation processes or file format
- Any changes to Gemini file flows and timings.
- NDM CSEPs
- Interconnectors
- Domestic Supply Points

2.5 UNC and Licence Impacts

The following is an extract from UNC.

Section G1.17 of UNC.

1.17.1 A User (an "Enquiring User") contemplating submitting a Supply Point Nomination (the "prospective" Supply Point Nomination) may first submit an enquiry (a "Supply Point Enquiry").

1.17.9 A User submitting a Smaller Supply Point Enquiry shall:

(a) ensure that prior to such submission it will obtain the written consent of the consumer of the Smaller Supply Point (whether directly or indirectly through the Supplier of the Smaller Supply Point);

(b) retain evidence of such consent;

(c) promptly provide such evidence to the Transporters following a request to do so which is made at any time after the Smaller Supply Point Enquiry.

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3. Design Considerations

3.1 Implementation Timescales:

- Implementation of the developed solution to be confirmed once all requirements are captured during the Project Nexus requirements definition phase

3.2 Dependencies:

- Approval by Project Nexus UNC Workstream.
- Approval by Ofgem following the appropriate UNC Modification process.

3.3 Risks:

- There is a risk that the volume of data required may impact system performance and downstream processes, this may be especially prevalent during peak periods for I&C contract negotiations.
- There is currently only a view of the possible volumes, as detailed below; this may in reality be significantly more or less.
- This requirement may not be a long term requirement; as consumers become more aware of their consumption following the fitting of a smart meter they may have this information and able to supply during contract negotiations.
- The ~~Shipper~~supplier may submit a request for a period longer than the consumer has occupied the ~~premise~~premises therefore the Shipper may request and obtain consumption data for the previous consumer where permission has not been gained.
- As checks will not be carried out by xoserve on the Market Sector Flag it is reliant on the Supplier to record and retain the evidence that the consumer's permission has been granted and the Supply Point is a non-domestic site.
- ~~As If~~agreement ~~has~~ not ~~been~~ reached regarding validation by xoserve on the Market Sector Flag, it may lead to alternative Modifications being raised.

3.4 Constraints:

- The current UNC requirement of 2 business days (although the files are turned around within the day) to provide the information may not add the required benefit for Suppliers. A solution whereby the data is received instantly may also be required, the solution will be cost dependent
- Data provided will be the data held on the Supply Point Register, xoserve will not be required to source data from other systems or parties.

3.5 Assumptions:

- Energy continues to be calculated, recorded and held at the required level; Meter Point or Supply Point level.
- xoserve continues to receive and hold data at the required level; Supply and Meter Point level, not aggregated data.
- The Supplier has gained the relevant permission from the consumer and will retain the consent as evidence if required.
- The Supply Point is a Commercial ~~premise~~premises; not a domestic ~~premise~~premises. The Supplier/~~Shipper~~ will be responsible to ensure that requests are not intentionally made for Domestic Supply Points (it is possible that the Supply Point is flagged

- incorrectly on the system, i.e. Market Sector Flag of 'D' although the Supply Point is I&C).:-
- The Supplier will hold the data for no longer than required [x period of time] and will not use the data for any other purpose other than to aid and provide quotations.

3.6 Design Option

- A solution that will enable a fast turnaround of enquiries.

3.7 Volumes

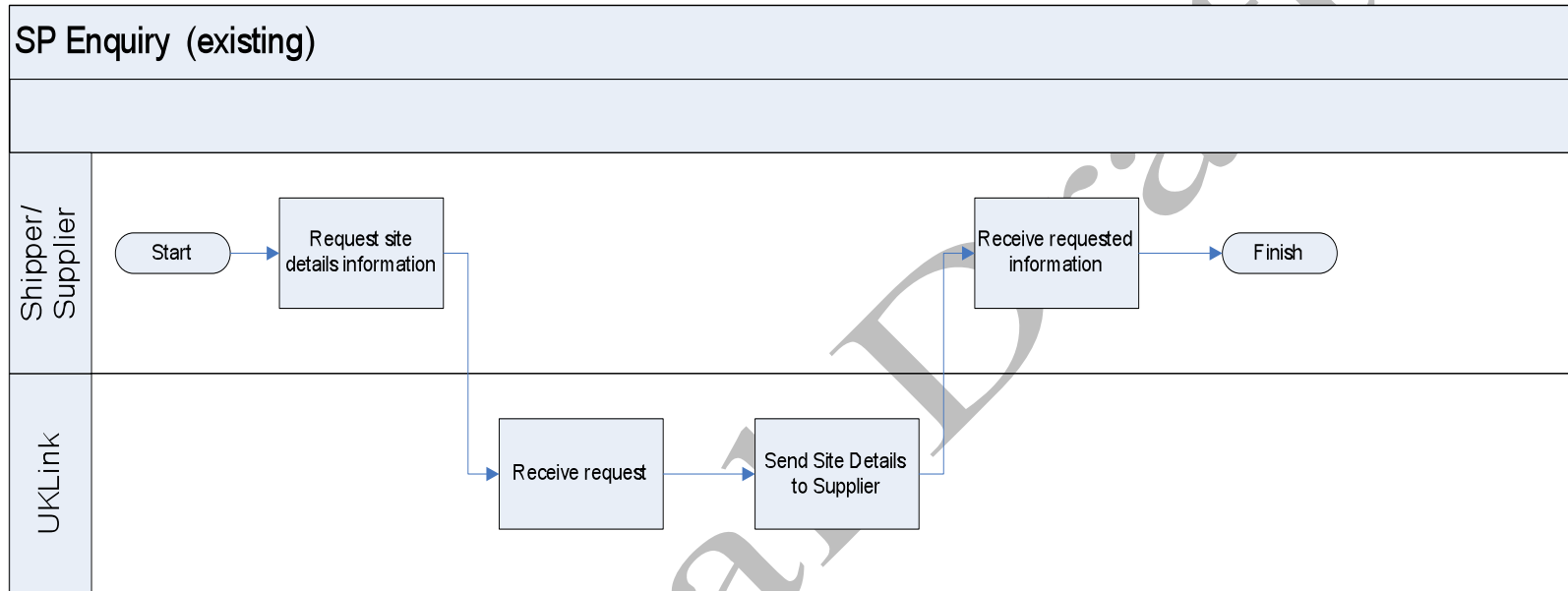
- The following information is only a view at this stage, more accurate volumes will be required at the cost stage of the requirements;
 - Potentially 400,000 Meter Points (however this could be over or under estimated as there are approx. 630,000 Meter Points with a MSF of 'I' and 55,600 Meter Points with an AQ above 732,000 kWh)
 - On average 3-4 Suppliers may require the information per Meter Point
 - Peak demand may be twice a year in April and October

3.8 Costing Options

- Consumption data submitted either;
 - aggregated and provided at Supply Point level
 - for each Meter Point within the Supply Point
- Consumption data provided for either;
 - A period specified by the User by specifying a start and end date
 - Maximum period of 24 or 12 months is provided
 - A period of a maximum of 12/24 months or for as long as the Supply Point was set up on the Supply Point Register if less than 12/24 months

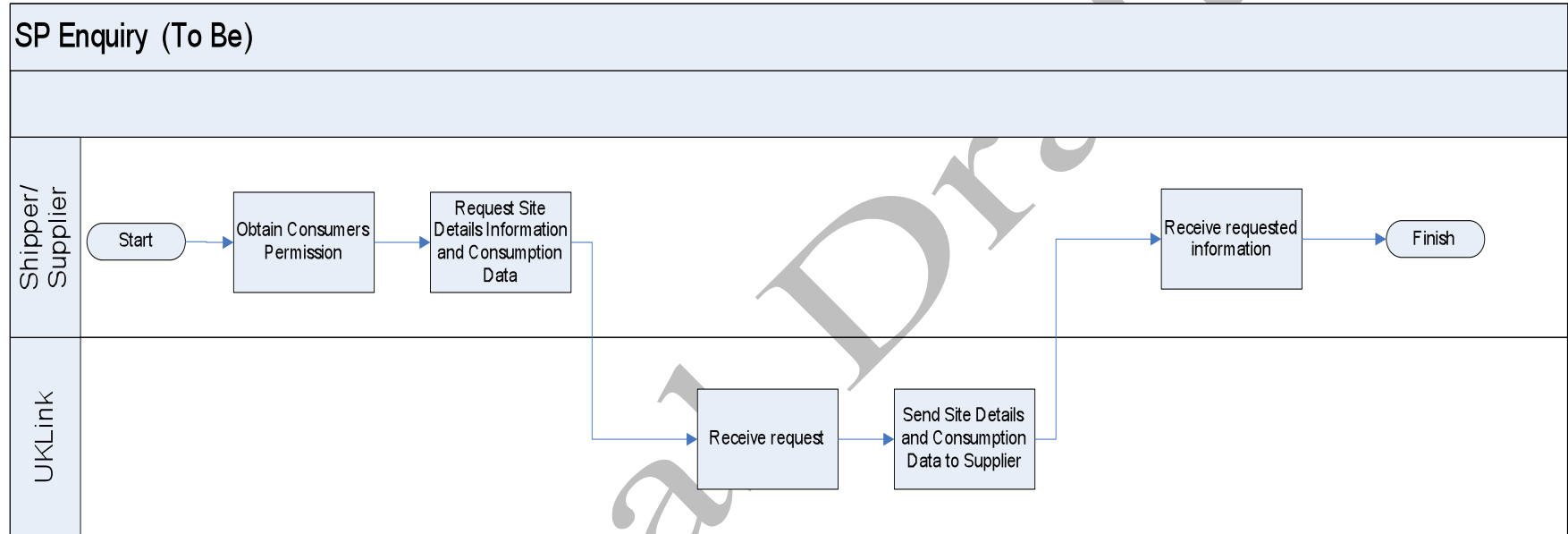
4. Business Process

4.1 Current Supply Point Enquiry process



4.2 New Supply Point Enquiry Process with the Introduction of consumption data

This process is in addition to the existing Supply Point Enquiry process.



5. Business Requirements Definition

- PN101 Applies to I&C sites only. The Shipper will warrant that the Supply Point is a commercial ~~premise~~premises. Validations will not be carried out by xoserve.
~~Note: This requirement may change when agreement is gained regarding the validation checks at the meeting on 17th August 2010.~~
- PN102 The existing Supply Point Enquiry process will not be affected.
- PN103 Shippers will need to submit a request for the existing Supply Point Enquiry or the new Supply Point Enquiry which will include additional data items: the consumption history for the Supply Point or Meter Point(s). For clarification, two separate processes will exist.
- Shippers will submit the same data items as current on the Supply Point Enquiry file, with the addition of a start end date or period for the consumption data (see PN108).
- PN104 The Shipper submitting the request must be a Registered User.
- ~~PN105 A record will be logged and maintained that the Shipper has gained permission from the consumer. Where the consumer's permission has not be gained the request will be rejected.~~
- ~~PN106 Request for data will only be provided for Meter Points with Advanced Meters (AMR) fitted. Where an AMR is not fitted the request will be rejected.~~
- PN107 Consumption provided will be in kWh.
- PN108 The most recent consumption data to be provided prior to the date of receipt of the request. However, options should be identified for the range of data available and costs provided for each option, as below;
- a. For a period specified by a start date and end date
 - b. For a set period; maximum of 24 months or 12 months (cost dependent), if available
- PN109 The additional data to be included on the new Supply Point Enquiry is;
- a. Supply Point/Meter Point Consumption, based on an actual or estimated meter reading
 - b. Consumption (reading) date, dependent on if the data is provided at Meter Point level
 - c. The Read Type that the consumption was calculated from, again dependent if the data is at Supply Point level
- PN110 Data provided will be for a maximum of 24 (or 12) months from the date of receipt of the Supply Point Enquiry or, if 24 (12) months is not available; the maximum available for the Supply Point.
- PN111 The consumption data held on the Supply Point Register will be issued to the shipper, whether daily consumption, monthly, annual etc.
- ~~PN112 System will need to record that an AMR meter is fitted at the Meter Point.~~

- PN113 Requests will be made for a Supply Point and the data provided will be at Supply Point level. Costs to be investigated on the option for providing the data at Meter Point level or at Supply Point.
- PN114 ~~For Supply Points with both AMR and non-AMR meters fitted, the additional data will only be provided for Meter Points with AMR fitted. The response to notify the Shipper of this for each Meter Point where an AMR meter is not fitted (as per xserve's records)~~
- PN115 The response, whether accepted or rejected, will be issued within the UNC timescales (currently 2 business days although timescales may be reviewed).
- PN116 As per existing process, an audit trail to be held of the request, request date, Shipper, and whether rejected or accepted, if rejected the rejection reason and if accepted, the date the response was issued.
- PN117 The record of the warrant from the consumer will be held by the Supplier/Shipper not xserve.
- PN118 Monthly report, on a User Pays basis, to show any requests submitted for Supply Points with a Market Sector Flag of not 'I' on xserve's system. This will be produced and issued on a request basis only, not a scheduled report.

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6. Document Control

Version History

Version	Status	Date	Author(s)	Summary of Changes
1.0	Initial Draft	28/06/2010	xoserve	Draft based on ICOSS requirements, for review at Project Nexus AMR Topic Workgroup
1.1	Draft	09/07/2010	xoserve	Amendments following review at AMR meeting on 07/07/2010
1.2	Draft	09/08/2010	xoserve	Amendments following review at AMR meeting on 20/07/2010
<u>1.3</u>	<u>Final Draft</u>	<u>20/08/2010</u>	<u>xoserve</u>	<u>Amendments following review at AMR meeting on 17/08/2010.</u>

Reviewers

Name	Version	Date
xoserve	1.0	28/06/2010 Reviewed against requirements described by ICOSS
Gas Transporters	1.0	07/07/2010
AMR Workgroup	1.0	07/07/2010
xoserve	1.1	12/07/2010 reviewed against edits/comments from the meeting on 07/07/10
Gas Transporters	1.1	12/07/2010 reviewed against edits/comments from the meeting on 07/07/10
AMR Workgroup	1.1	20/07/2010
<u>AMR Workgroup</u>	<u>1.2</u>	<u>17/08/2010</u>

Approval

Name	Version	Date
AMR Workgroup		
PNUNC		

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